

Orange County Head Start, Inc.

80-Day Performance Appraisal
(Teacher, Teacher Assistant, Family Services Advocate and Nurse)

Employee Name: _____ Supervisor's Name: _____
 Employee's Title: _____ Date: _____

| Area of Performance | Content: Please check the box where the number best matches your rating of the employee. | E | M | L | IN |
|-----------------------------------|--|---|---|---|----|
| Attendance | 1. Can be counted on to be in everyday the program is open. | | | | |
| | 2. Can be counted on to be on time at the beginning of the day and after break periods. | | | | |
| Knowledge | 3. Work reflects an understanding of the position held. | | | | |
| | 4. Work reflects and understanding of company policies and procedures. | | | | |
| | 5. Work reflects knowledge of diverse and appropriate activities to carry-out job duties. | | | | |
| Work Habits | 6. Organizes work effectively, and completes plans within a schedule and on time. | | | | |
| | 7. Plans ahead for materials and supplies. | | | | |
| | 8. Uses tools efficiently & uses the right tools for the job activity. | | | | |
| | 9. Performs work without creating an imposition on others for time and/ or space. | | | | |
| | 10. Completes required forms promptly and consistently. | | | | |
| Interactions with Others | 11. Is able to carry on a productive conversation with another adult, uses language clearly and effectively. | | | | |
| | 12. Explains things adequately. | | | | |
| | 13. Uses a calm and friendly tone of voice. | | | | |
| | 14. Retains good self-control in difficult situations | | | | |
| | 15. Responds well to supervision and interpret criticism constructively. | | | | |
| | 16. Maintains confidence and does not discuss the affairs or abilities of others indiscriminately. | | | | |
| Reciprocity & Teamwork | 17. Is dependable and gets work done without prompting by others. | | | | |
| | 18. Does fair share of work as an individual and as a member of a team. | | | | |
| | 19. Will do fair share of "dirty/messy" tasks to keep things running smoothly. | | | | |
| | 20. Is helpful to others without asking; anticipates what needs to be done and does it. | | | | |

LEGEND:

- E = Exceeds**
- M = Meets**
- L = Learning**
- IN = Improvement Needed**

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|---------------------------------------|--|---|---|---|----|
| Judgment & Decision-making | 21. Thinks carefully before he/she acts or speaks in heated situations. | | | | |
| | 22. Considers safety first when making decisions. | | | | |
| | 23. Acts quickly and effectively to reduce stress and confusion in difficult situations. | | | | |
| | 24. Considers all sides to a problem before passing judgment on others. | | | | |
| Images & Appearance | 25. Is neat, clean, and professionally dressed every day. | | | | |
| | 26. Displays appropriate and professional behavior. | | | | |
| | 27. Restricts "off-duty" behavior to staff lounge and/or private areas. | | | | |

Overall Performance Evaluation

____ Exceeds ____ Meets ____ Learning ____ Improvement Needed

Comments: Please write any comments that might explain your ratings or add to our understanding of your assessment of this employee.

This is a confidential document. Please complete it promptly and turn it in to Human Resources Department.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____